

**No. F. 1-1/RemedialTherapist (Admin)/FDE
Government of Pakistan
Ministry of Federal Education and Professional Training
Federal Directorate of Education**

INVITATION TO BID

**TENDER / REQUEST FOR THE PROPOSAL FOR ENGAGING SERVICES OF A
SERVICE PROVIDER FOR THE PROVISION OF REMEDIAL THERAPY SERVICES
IN FEDERAL DIRECTORATE OF EDUCATION INSTITUTIONS**

The Federal Directorate of Education, Ministry of Federal Education & Professional Training (M/o FE&PT), Islamabad, invites bids from the service providers registered with Income Tax, Sales Tax Departments, PPRA-EPADS and who are on Active Taxpayers List of the Federal Board of Revenue for Provision of Remedial Therapy Services in Federal Directorate of Education Institutions.

2. Bidding documents, containing detailed terms and conditions, etc. are available with Director (Admin), Federal Directorate of Education (FDE). Bidding documents can also be downloaded from (www.fde.gov.pk or www.eprocure.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, are required to be submitted online through PPRA e-Procurement portal- EPADS at www.eprocure.gov.pk on or before **2:00 pm on 8th December, 2025**. Only electronic submissions through EPADS will be evaluated. Hard copy of the bids, including original bid security, must also be submitted before the closing date and time. Bids will be opened the same day at 02:30 pm. Pre-bid meeting in this regard will be held on 1st December, 2025 at 10:30 am, at FDE. Federal Directorate of Education / M/o FE&PT shall not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids.

**Director (Admin)
Federal Directorate of Education,
Rohtas Road, Sector G-9/4,
Islamabad.
Tel: 051-9260948**

Request for Proposal (RFP)

for

Engaging Services of a Service Provider for The Provision of Remedial Therapy Services in Federal Directorate of Education Institutions

Pre-Bid Meeting: 10:30 a.m. on 1st December 2025

Last Date for Submission for Proposal: 02:00 p.m. on 8th December 2025

Opening of Technical Proposal: 02:30 p.m. on 08th December 2025

(Single Stage Two Envelop procedure)



Government of Pakistan

Federal Directorate of Education

Ministry of Federal Education & Professional Training

Islamabad

www.fde.gov.pk

Table of Contents

General Definitions	5
Data Sheet	6
1. INTRODUCTION, PROJECT BACKGROUND, AND STATUTORY FRAMEWORK	7
1.1 Project Title, Client, and Reference	7
1.2 Background and Statutory Mandate	7
1.3 Project Duration and Phasing	7
1.4 Definitions and Acronyms	8
2. SCOPE OF WORK	8
2.1 Geographic and Institutional Scope	8
2.2 Core Service Activities and Methodology	9
2.2.1 Diagnostic Testing and Identification	9
2.2.2 Remedial Therapy Delivery and Content Customization	9
2.2.3 Stakeholder Collaboration	10
2.2.4 Profile Management and Reporting	10
2.2.5 Capacity Building for Sustainability	10
2.3 Ethical Provisions and Informed Consent	10
3. PERSONNEL AND QUALIFICATION REQUIREMENTS	11
3.1 General Staffing Requirements and Labor Compliance	11
3.2 Role: Project Team Lead (1 Position)	11
3.4 Role: Data Analyst (2 Positions)	13
4. ETHICAL, DATA GOVERNANCE, AND CONFIDENTIALITY CLAUSES	15
4.1 Data Ownership and Intellectual Property (IP)	15
4.2 Confidentiality and Security Mandates	15
4.2.1 Data Processing and Protection Officer	15
4.3 Prohibition of Third-Party Data Disclosure	15
4.4 Data Transfer and Retention	16
5. ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS	16
5.2 Coordination and Reporting Channels	16
5.3 Performance Monitoring and Quality Assurance	17

6. DELIVERABLES AND REPORTING REQUIREMENTS.....	17
6.1 Data Analyst Output and Profile Management.....	17
6.2 Quarterly Reporting Mandate.....	18
6.3 Comprehensive Project Deliverables	18
6.5. CONCLUSIONS AND RECOMMENDATIONS	20
6.6 REPORTING AND SUPERVISION.....	20
6.6.1 Active research and data for effective M&E	20
6.6.2. Sustainability Plan/Exit Strategy.....	21
7. SCHEDULE OF PAYMENTS:.....	21
8. MISCELLANEOUS INSTRUCTIONS	21
9. INSTRUCTIONS FOR PREPARATION & SUBMISSION OF PROPOSAL	22
9.1 BIDDING PROCESS.....	22
9.2 MANDATORY ELIGIBILITY CRITERIA CHECKLIST.....	22
9.3 TECHNICAL PROPOSAL	23
9.4 FINANCIAL PROPOSAL.....	24
9.5 COST OF BID PREPARATION PROPOSAL:.....	24
9.6 LANGUAGE OF BIDDING:	24
9.7 CURRENCY OF BIDDING:.....	24
9.8 BID VALIDITY	24
9.9 GENERAL INSTRUCTIONS.....	25
9.10 AMENDMENT OF BIDDING DOCUMENTS	25
9.11 CONFIDENTIALITY.....	25
9.12 CLARIFICATION(S) / QUERIES OF TENDER.....	26
9.13 DEADLINE FOR SUBMISSION OF BIDS.....	26
9.14 BID OPENING	26
9.15 MODIFICATIONS AND WITHDRAWAL OF BIDS	27
9.16 BID SECURITY	27
9.17 RESPONSIVENESS OF THE BIDS.....	27
9.18 PERFORMANCE GUARANTEE	28
9.19 ELIGIBILITY AND QUALIFICATION REQUIREMENTS.....	28

9.20	CLARIFICATION OF BIDS.....	29
9.21	GENERAL TERMS AND CONDITIONS	29
10	OPENING & EVALUATION OF PROPOSALS.....	30
10.1	MINIMUM EVALUATION CRITERIA / MANDATORY QUALIFICATION....	30
10.2	TECHNICAL PROPOSAL EVALUATION CRITERIA: FDE REMEDIAL SERVICES (2026-2027).....	30
10.3	FINANCIAL PROPOSAL EVALUATION.....	33
10.4	TOTAL SCORE	33
11.	AWARD OF CONTRACT.....	33
12.	BIDDING DOCUMENTS.....	38

General Definitions

In this Request for Proposal / document, unless the context provides otherwise:

- “Agreement” means the Agreement signed by the Parties and all the attached documents.
- “Client” means the organization with which the selected **Education Service Providers** signs the Agreement for the Services.
- “Data Sheet” means such part of the Instructions to **Education Service Providers** used to reflect specific conditions.
- “Day” means calendar day.
- “FDE” means the Federal Directorate of Education an attached department of Ministry of Federal Education and Professional Training, Government of Pakistan.
- “Firm/Organization” means any **Education Service Providers** entity or person that may provide or provides the Services to the Program Director/MoFEPT under the Agreement.
- “Instructions to **Education Service Providers**” means the document which provides information to **Education Service Providers** with all information needed to prepare their Proposals.
- “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the **Education Service Providers**.
- “MoFEPT” means Ministry of Federal Education & Professional Training, Govt of Pakistan.
- “PD” means Program Director
- “Proposal” means the Technical and the Financial Proposal.
- “RFP” means the Request for Proposals prepared by the FDE, MoFEPT for the selection of Education Service Providers, based on the Standard RFP.
- “Services” means the work to be performed by the Education Service Providers pursuant to the Agreement.
- “Terms of Reference” (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Program Director/MoFEPT and the Education Service Providers and expected results and deliverables of the assignment/Program.
- Education Service Provider (ESP) is synonymous with Service Provider (SP) for this document

**Engaging Services of a Service Provider For
The Provision of Remedial Therapy Services in Federal Directorate of Education Institutions**

Data Sheet

Sr. No.	Particulars	Details
1	Bid Inviting Authority, Designation and Address	Director General, Federal Directorate of Education
2	a. Name of the Work	Engaging Services of a Service Provider For The Provision of Remedial Therapy Services in Federal Directorate of Education Institutions
	b. Tender Reference	No. 1-1/RemedialTherapist (Admin)/FDE
	c. Place of Execution	In the Government institutions working under Federal Directorate of Education
3	Due Date, Time and Place of Submission of Bid Documents	02:00 p.m. on December 08, 2025, Office of the Director Admin, FDE, Islamabad
4	Date, Time and Place of Pre-Bid Meeting	10:30 a.m. on 1 st December 2025 Committee Room, FDE, Islamabad
5	Date, Time and Place of Technical Proposal Opening	02:30 p.m. on 8th December 2025, Committee Room, FDE, Islamabad
6	Date, Time and Place of Opening of Financial Proposals	Shall be intimated subsequently to Technically Qualified Bidders
7	Validity of Bid	120 Days from the Date of Opening of Technical Proposal, further extendible by 120 days with mutual consent.

1. INTRODUCTION, PROJECT BACKGROUND, AND STATUTORY FRAMEWORK

1.1 Project Title, Client, and Reference

This document serves as the official Terms of Reference (TOR) for the Request for Proposal (RFP) process initiated by the Ministry of Federal Education and Professional Training (MoFE&PT), Government of Pakistan, on behalf of its attached department, the Federal Directorate of Education (FDE). The specific assignment is the **Provision of Specialized Remedial Therapy Services for Students with Learning Difficulties (Dyslexia) in FDE Institutions** across Islamabad Capital Territory (ICT).

The Client, FDE, oversees 432 educational institutions catering to students from Pre-nursery up to the Undergraduate level. This high-priority project is designed to ensure equitable and appropriate educational services for students identified with specific learning needs and dyslexia.

1.2 Background and Statutory Mandate

The requirement for this comprehensive service deployment is directly derived from national legislative action. This initiative is mandated by the **Dyslexia Special Measures Act, 2022**. The foundation of this legislation is the recognition that dyslexic children and those with associated disorders require a special mechanism to access and understand learning. The Act elevates the provision of appropriate instructional and therapeutic services to a fundamental right for these children, requiring systematic identification, therapy institutions, and awareness programs.

The scope of the Service Provider's role is specifically focused on the identification of children with dyslexia or learning difficulties and the subsequent provision of appropriate, evidence-based instructional service (remedial therapy). This commitment to delivering "meaningful education" aligns structurally with the goals of established international special education frameworks. By establishing services that are demonstrably appropriate and outcome-driven, the FDE ensures statutory compliance at the highest standard.

1.3 Project Duration and Phasing

The entire project duration is set for twenty-four (24) calendar months, commencing on 01 January 2026 and concluding on 31 December 2027. Bidders must demonstrate a detailed understanding of project phasing in their proposals:

1. **Phase I: Mobilization and Planning (Months 0-1):** Focused on ethical approvals, staff vetting, logistics setup, FDE/MoFE&PT content approval, and final database architecture design.
2. **Phase II: Diagnostic Screening and Intensive Therapy Implementation (Months 2-20):** The core service delivery period, involving mass screening, student identification, customized intervention, and continuous profile tracking and quarterly reporting.

3. **Phase III: Final Reporting and Secure Data Transition (Months 21-24):** Dedicated to completing all required therapy cycles, compiling the final comprehensive project report, and executing the mandatory secure handover and destruction of all data copies.

1.4 Definitions and Acronyms

For the purpose of these Terms of Reference, the following definitions shall apply:

- **FDE Authorities:** Refers collectively to the FDE Central Office, Ministry of Federal Education and Professional Training (MoFE&PT), Project Director, Area Education Officers (AEOs), and School/College Heads.
- **Student Profile:** A comprehensive, digitized record containing all diagnostic tests, medical/psychological issues diagnosed, remedial plans, session summaries, progress metrics, and formal reports for an individual student.
- **Sensitive Personal Health Data (SPHD):** Any data relating to the medical, psychological, cognitive, or disability status of the students, treated under the highest protection standards of Pakistani law.
- **Remedial Content Customization:** The creation, adaptation, and modification of instructional materials by the Remedial Therapists, tailored to the FDE curriculum context and approved therapeutic needs.
- **Informed Parental Consent:** Strict, written authorization obtained from the parent or legal guardian of a minor or a student with diagnosed psychological issues before any assessment or therapy session is conducted.

2. SCOPE OF WORK

2.1 Geographic and Institutional Scope

The Service Provider shall deploy its full team of 63 specialized personnel across the 346 educational institutions operating under the FDE which are solely primary schools or have attached primary school section with secondary or higher secondary schools within Islamabad. The FDE's administrative structure, consisting of six distinct geographic sectors, dictates the operational deployment strategy.

FDE Sector	Approx. No. of Institutions	Administrative Oversight	Target Remedial Therapists
Urban I	48	FDE & Area Education Officer (AEO)	10
Urban II	47	FDE & Area Education Officer (AEO)	10

Bahara Kau	69	FDE & Area Education Officer (AEO)	10
Tarnol	54	FDE & Area Education Officer (AEO)	10
Nilore	61	FDE & Area Education Officer (AEO)	10
Sihala	67	FDE & Area Education Officer (AEO)	10
Total	346	6 AEOs	60

The Service Provider must structure its operations to align with the FDE’s cluster model, wherein each sector is further divided into clusters containing 7 to 12 schools. This structure must be used to optimize therapist deployment, ensuring that travel time is minimized and collaborative opportunities within defined school groups are maximized. An average of 10 Remedial Therapists will be deployed and dedicated to each of the six identified sectors.

2.2 Core Service Activities and Methodology

The Service Provider is required to implement a robust, data-driven cycle of assessment and intervention covering four key activity areas:

2.2.1 Diagnostic Testing and Identification

The team must conduct initial screening followed by comprehensive, multi-source, multi-method assessments for each student. These diagnostic tests must cover psychological, educational, cognitive, and specific learning disability metrics to accurately identify students suffering from dyslexia, or general learning difficulties. The selection of instruments must be rigorous; therapists must exclusively use **standardized, validated tests**. If the specific context requires customization or the development of new instruments, the Service Provider must submit these tailored instruments to the FDE/MoFE&PT Project Director for formal written approval prior to any administration. This ensures that the testing materials reflect the diverse needs and cultural backgrounds of the students, maintaining fairness and removing potential bias in the testing process, which is a foundational requirement of ethical psychological assessment.

2.2.2 Remedial Therapy Delivery and Content Customization

Each designated Remedial Therapist shall visit every school once every two weeks. In schools with more than 300 students, the therapist will be required to spend the full working day on-site. In schools with fewer than 300 students, the therapist may cover two schools in a single day. This arrangement will ensure that the remaining working days are dedicated to comparatively larger schools where the demand for services is greater. The Service Provider shall deliver evidence-based remedial therapy services. Therapy sessions must be tailored specifically to the needs identified in the student profiles and delivered using approved, structured methodologies. A core obligation of the Remedial Therapists is the **creation of customized instructional content**. This content, which must be aligned with FDE curriculum objectives while meeting therapeutic requirements, must also be subjected to a stringent vetting and approval process by the FDE/MoFE&PT prior to being utilized

in sessions. The customization process must explicitly ensure cultural and linguistic appropriateness to maximize the efficacy of the intervention.

2.2.3 Stakeholder Collaboration

Mandatory, structured collaboration with all FDE Authorities is essential. The Remedial Therapists must maintain continuous interaction with FDE Central Office, Area Education Officers (AEOs), and school/college administration. Crucially, the Service Provider must establish effective communication channels with the parents of the students, providing regular feedback and guidance. Therapists are required to instruct parents and teachers on supporting the remedial strategies outside of formal session times, ensuring consistent reinforcement for optimal student outcomes.

2.2.4 Profile Management and Reporting

The Service Provider is obligated to establish and maintain detailed, highly confidential student profiles for every individual assessed and treated. The data contained within these profiles forms the basis for all official project documentation. The Data Analysts must ensure all diagnostic results, session summaries, progress tracking data, and formal reports are meticulously documented and reported through the approved internal channels to FDE Authorities.

2.2.5 Capacity Building for Sustainability

The Service Provider shall be responsible for implementing a comprehensive capacity-building and training program targeting the Heads of Institutions and the relevant teaching faculty at every institution (both general education and existing special education staff, if any). This program is crucial for ensuring the sustainability of interventions beyond the project's 24-month duration. Training modules must focus on equipping institutional leadership and teachers with the knowledge and practical skills required to:

- Identify students who continue to require support after the project concludes.
- Implement basic, evidence-based remedial strategies and accommodations in the general classroom environment.
- Monitor the sustained academic and psychosocial progress of students who received therapy during the project period.
- Refer students to appropriate FDE resources for ongoing support. The training curricula must be submitted to the FDE/MoFE&PT for mandatory approval prior to delivery.

2.3 Ethical Provisions and Informed Consent

Given the vulnerable nature of the population-minors and individuals with psychological issues-the highest ethical standards are mandatory. The Service Provider must submit comprehensive documentation detailing all planned ethical provisions for interaction, assessment, and therapy. This documentation, including the precise procedures for consent and data handling, must receive **formal written approval from the FDE Administration/Project Director** before the commencement of

any engagement with students. Project director may designate a responsible officer from FDE to issue such approvals.

Furthermore, strict, **documented written informed parental consent or consent from legal guardians is a non-negotiable requirement** for every minor or student with psychological issues before any diagnostic testing or therapeutic intervention is undertaken. The assessment process must adhere to best practices for school psychology, including ensuring transparency and effective communication of results to all necessary stakeholders while rigorously maintaining confidentiality.

3. PERSONNEL AND QUALIFICATION REQUIREMENTS

3.1 General Staffing Requirements and Labor Compliance

The Service Provider must deploy a minimum of sixty-three (63) dedicated, specialized personnel: one (1) Project Team Lead, sixty (60) Remedial Therapists, and two (2) Data Analysts.

To ensure transparency and facilitate vetting, the Service Provider must submit complete CVs, professional particulars, residential addresses, and certified copies of all staff contracts with the service provider to FDE compliance officers prior to staff deployment.

A critical compliance requirement involves staff compensation. The financial bid must guarantee that no personnel engaged in this project, regardless of designation, receives a salary less than the **minimum wages recommended by the Government of Pakistan**. Given the required specialization (psychologists, certified therapists, and experienced analysts), the compensation must align with the 'Skilled' or 'Highly Skilled' worker categories, ensuring financial integrity and stability across the project's 24-month duration. Ensuring fair and competitive compensation is fundamental to mitigating the risk of high staff turnover and preserving service quality.

3.2 Role: Project Team Lead (1 Position)

The Team Lead is the critical point of operational and psychological oversight, responsible for the quality-of-service delivery across all six sectors.

Job Description (JD)

- **Psychological Leadership:** Provide expert guidance to therapists, ensure evidence-based practices, and align interventions with the socio-cultural context of FDE schools.
- **Operational Supervision:** Oversee daily therapy services, supervise staff, and ensure timely documentation and reporting.
- **Quality Assurance:** Develop and monitor standards, review case files, and ensure compliance with ethics, confidentiality, and FDE/MoFE&PT directives.
- **Capacity Building:** Organize training, workshops, and mentoring to strengthen the therapy team's professional skills and resilience.
- **Crisis Management:** Lead school-based psychological crisis interventions, develop SOPs, and provide or coordinate immediate support.

- **Strategic Liaison:** Act as the main link with FDE, MoFE&PT, AEOs, and school leadership to integrate therapy into the teaching-learning process.
- **Stakeholder Engagement:** Prepare progress reports, conduct parent sessions, and maintain transparent communication with partners and institutions.
- **Data & Evaluation:** Ensure data-driven decision-making, data confidentiality, track progress through KPIs, and integrate data into FDE's Information Management System.
- **Team & Resources:** Manage staff schedules, workloads, and resources; foster collaboration and accountability within the team.
- **Ethical & Inclusive Practice:** Safeguard student rights, promote inclusivity, and ensure culturally sensitive interventions for all learners.

Minimum Qualifications & Experience

- **Education:** A Master's Degree (18 years equivalent) in Clinical Psychology / Educational Psychology or Special Education is mandatory. **An M.Phil. or PhD in a relevant psychological field is highly preferred** due to the technical complexity of the required interventions.
- **Experience:** A minimum of seven (7) years of post-qualification experience in clinical practice or school-based remedial intervention is required, including at least three (3) years in a demonstrable supervisory, management, or project leadership role overseeing multi-disciplinary teams.
- **Certification/Licensing:** Possession of advanced professional certification in recognized remedial methodologies (consistent with those required for the Therapists) and, ideally, registration as a Clinical Psychologist or equivalent recognized professional body in Pakistan, reflecting the highest level of expertise available.

3.3 Role: Remedial Therapist (60 Positions)

Job Description (JD)

- Conduct diagnostic tests to identify students with learning difficulties.
- Accurately assess and document specific student needs.
- Use standard diagnostic and remedial tools, customize these tools according to contextual needs, and obtain necessary approvals from FDE/MoFE&PT before use.
- Develop and adapt customized instructional content/individualized Education Plan (IEP) for individual learners
- Deliver individualized or small-group, evidence-based remedial therapy sessions.
- Utilize evidence-based therapeutic and instructional approaches to strengthen students' development in literacy, numeracy, and other foundational learning skills, ensuring interventions are tailored to individual needs and promote long-term academic growth.
- Maintain meticulous documentation of session data, student progress, and outcomes.
- Visit designated schools at least once every two weeks, with more frequent visits to schools with larger student populations.

- Collaborate with parents and teachers to provide guidance on remedial procedures and strategies.
- Conduct training and orientation sessions with Heads of Institutions and Teachers to build their capacity for during and post-project student support.
- Ensure safe and secure transfer of student-related data to Data Analysts.
- Work in close coordination with Data Analysts to inform decisions, draw generalizations, and contribute to policy recommendations in quarterly and final reports.

Minimum Qualifications & Experience

- **Education:** A minimum bachelor's degree (16 years equivalent) or higher in Special Education / Educational Psychology / clinical psychology or Speech/Language therapy from a recognized National or International University.
- **Experience:** A minimum of two to three (2 to 3) years of direct clinical or school-based experience providing therapy services to children with specific learning difficulties, particularly dyslexia.
- **Mandatory Certification and Licensing:** Due to the specialized nature of the *Dyslexia Special Measures Act, 2022* and the current regulatory landscape concerning psychological professions in Pakistan, therapists must hold specialized, domain-specific certifications. This certification must meet the standards of recognized national or international bodies. Achieving qualifications equivalent to a Certified Academic Language Practitioner (CALP) or Certified Academic Language Therapist (CALT) is required, ensuring that all deployed personnel possess demonstrably expert knowledge in structured, multisensory language education and dyslexia intervention.
- **Specific Skill:** Proven ability to create, adapt, and modify remedial instructional content based on established, structured, multisensory teaching methodologies (e.g., Orton-Gillingham based approaches).

3.4 Role: Data Analyst (2 Positions)

Job Description (JD)

- Ensure secure collection of student data in line with approved ethical protocols.
- Create, manage, and maintain project databases.
- Prepare and update detailed student profiles with diagnostic outcomes, interventions, and progress records.
- Track and analyze diagnostic results and therapy session progress with rigor and accuracy.
- Generate all mandated internal and external project reports (monthly, quarterly, and final reports).
- Collaborate with Remedial Therapists for accurate data transfer, analysis, and interpretation.
- Utilize **Business Intelligence (BI) tools** to enable stakeholders to track, visualize, and analyze project data effectively.

- Uphold strict data confidentiality, ensuring no unauthorized access, use, or sharing of information.

Minimum Qualifications & Experience

- **Education:** A Master's or Bachelor's degree (16 years equivalent) in Data Science / Statistics / Computer Science / Information Technology or a related quantitative field from a recognized university.
- **Experience:** A minimum of five (5) years of post-qualification relevant experience in managing and analyzing large, sensitive databases, ideally within the health, education, or government sector involving critical personal data.
- **Specific Skill:** High-level expertise in secure data storage protocols, advanced statistical analysis for progress tracking and longitudinal studies, proficiency in data visualization (Business Intelligence tools), and management of robust relational database systems.

The requirements for critical personnel are summarized below:

Table 1: Personnel Qualification Matrix and Professional Standards

Role	Min. Education (16 Years)	Min. Experience	Key Certification/License Requirement	Required Expertise
Project Team Lead	MS. (PhD Preferred)	7 Years (3 in Leadership)	Advanced Remedial Cert. & Relevant Professional Registration	Strategy, Quality Control, Crisis Intervention
Remedial Therapist (x60)	Master's/Bachelor's (16 Years) or higher degree.	2 Years Direct Therapy	Certificate in the relevant field	Content Customization, Evidence-Based Therapy Delivery
Data Analyst (x2)	Master's/Bachelor's (16 Years)	5 Years of Sensitive Data Management	Database & BI Tool Proficiency, Security Protocol Adherence	Secure Data Handling, Regulatory Reporting (Quarterly)

4. ETHICAL, DATA GOVERNANCE, AND CONFIDENTIALITY CLAUSES

4.1 Data Ownership and Intellectual Property (IP)

The Service Provider must understand that this project involves the generation of governmental intellectual property based on a statutory mandate. All data generated, collected, or processed under this contract-including assessment results, detailed student profiles, diagnostic reports, all progress tracking information, and the customized remedial content developed by the therapists-**shall be the sole and exclusive property of the Federal Directorate of Education (FDE)** and the Ministry of Federal Education and Professional Training (MoFE&PT).

The Service Provider explicitly waives and shall not have any proprietary rights, claims, or licenses to use this data or content for any purpose, either during the contract period or thereafter.

4.2 Confidentiality and Security Mandates

The data handled under this contract-relating to the psychological, cognitive, and educational diagnoses of minors-is classified as **Sensitive Personal Health Data (SPHD)**. The Service Provider is mandated to protect this information using security measures that meet or exceed the requirements stipulated in the Prevention of Electronic Crimes Act (PECA 2016) and must proactively anticipate the rigorous standards defined in the draft Personal Data Protection Bill (PDPB 2023).

4.2.1 Data Processing and Protection Officer

To ensure maximal governmental oversight and legal compliance, the Service Provider must adhere to two core requirements:

1. **In-Country Processing:** Critical personal data, including all student profiles, shall only be processed, stored, and backed up within the geographical boundaries of the Islamic Republic of Pakistan. This mandate prevents unauthorized data transfer outside the national jurisdiction.
2. **Designated Data Protection Officer (DPO):** Given the high sensitivity and volume of SPHD concerning minors and recognizing the potential for non-compliance fines up to Rs. 100 million or equivalent, the FDE designates the Service Provider as a 'Significant Data Processor.' The Service Provider must, therefore, formally appoint a named **Data Protection Officer (DPO)** who will be responsible for continuous compliance with internal security protocols and relevant Pakistani data protection regulations throughout the project's life cycle (2026-2027).

4.3 Prohibition of Third-Party Data Disclosure

The Service Provider is bound by an absolute non-disclosure agreement regarding the student data. No student data, in identifiable, pseudonymous, or aggregated forms, shall be provided to any third party for any use or reason whatsoever.

This prohibition is explicitly extended to include:

- The use of data in research reports, academic publications, or any form of public study without separate, written MoFE&PT approval.
- The use of data in funding or grant application documents by the Service Provider or its affiliates.
- The direct release of individual diagnostic or progress reports to the students themselves (as minors) or to any unauthorized personnel from the FDE or MoFE&PT. Reports must strictly follow the approved distribution channels: Parents, School Head, Area Education Officer, and FDE Central Office.

4.4 Data Transfer and Retention

The Service Provider must outline and utilize secure transfer protocols, including appropriate encryption and pseudonymization techniques, for the secure movement of SPHD between schools, clusters, and the central database. Upon the conclusion of the 24-month contract (December 2027), the Service Provider is required to perform a certified, auditable transfer of the complete, validated student profile database and all associated records to the FDE's designated IT/Data Management Unit. Following the successful handover, the Service Provider must confirm the immediate and permanent destruction of all copies of the data, data remnants, backups, and derived files, unless specific written instructions are received from the FDE Project Director for secure archival.

5. ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS

5.1 Logistics and Infrastructure Responsibility

The Service Provider bears sole and complete responsibility for all logistical arrangements necessary for the successful and continuous execution of the project across the six geographically dispersed sectors. FDE shall not provide transport, stationary, or operational supplies.

Specific logistical obligations include:

- **Transport:** Providing efficient, reliable transport for the 63 personnel (Team Lead, 60 Remedial Therapists, 2 Data Analysts) to ensure punctual movement between the FDE sectors and the 346 institutions under their purview.
- **Materials:** Supplying all necessary stationary, printed materials including diagnostic tests, tools and other materials, project-branded materials (e.g., ID cards, specialized bags for materials), and administrative supplies required for clinical documentation and reporting.
- **Equipment:** The provision, maintenance, and regular calibration of all specialized equipment and software necessary for conducting standardized diagnostic tests and delivering evidence-based therapy sessions.

5.2 Coordination and Reporting Channels

Effective communication and seamless integration into the FDE administrative structure are vital.

- The Project Team Lead shall serve as the primary operational liaison, reporting directly to the designated FDE Project Director/authority at the MoFE&PT.
- At the sectoral level, Remedial Therapists must collaborate closely on a day-to-day basis with the respective School Heads and the Area Education Officer (AEO) responsible for their sector. A formal, mandatory weekly meeting between the sector team (Therapists), Project Team Lead, project Director or their designated team member and the AEO must be established to address operational challenges, resource needs, and inter-institutional scheduling.

5.3 Performance Monitoring and Quality Assurance

FDE/MoFE&PT reserves the absolute right to conduct unannounced audits, site visits, and performance reviews of any component of the service. This includes direct observation of therapy sessions, diagnostic procedures, data processing protocols, and logistical arrangements, ensuring continuous adherence to professional standards, mandated ethical codes, and all contractual terms. Non-compliance, especially related to documented breaches of ethical provisions, confidentiality mandates, or failure to maintain the mandated staff qualification levels, shall result in immediate contractual penalties, up to and including contract termination.

6. DELIVERABLES AND REPORTING REQUIREMENTS

6.1 Data Analyst Output and Profile Management

The two Data Analysts are jointly responsible for the establishment and maintenance of the central data repository. This includes designing, developing, and operating a robust, secure, and encrypted database structure. This structure must be formally approved by the FDE IT and Data Security administration prior to use.

The database must meticulously track all required data elements for compliance, specifically ensuring that each Student Profile contains:

- A unique FDE identifier for the student.
- Detailed demographic and institutional information.
- Full results of all screening and diagnostic tests utilized.
- A clear statement of the dyslexia diagnosis, or learning difficulty (Psychological) diagnosed.
- A record of all scheduled therapy sessions and detailed summaries of sessions conducted.
- Longitudinal progress metrics against initial baselines.

- All formal reports generated, noting the dates sent and confirmation of distribution to the authorized parties (Parents, School Head, AEO, FDE Central Office).

6.2 Quarterly Reporting Mandate

The Data Analysts are specifically responsible for generating rigorous **Quarterly Reports** detailing the project's performance. These reports are mandatory for statutory compliance and monitoring efficacy. The reports must provide complete, aggregated data and conclusive evidence regarding:

- The total population of students screened across the 346 institutions.
- The number of students diagnosed, categorized by specific need (e.g., Dyslexia, General Learning Difficulty).
- The total number of remedial therapy sessions delivered per sector/per student if necessary.
- Measurable evidence of aggregated student progress against initial diagnostic baselines, providing statistical validity to the interventions. Quarterly reports must be submitted with full data and evidence to the FDE Central Office and MoFE&PT Project Director within fifteen (15) days of the end of each quarter.

6.3 Comprehensive Project Deliverables

The Service Provider is required to execute the following deliverables across the 24-month contract period:

Table 2: Project Deliverables and Milestones (24 Months)

Deliverable Category	Key Deliverables	Frequency / Timeline	Recipient / Approval Body
Phase I: Mobilization & Vetting	Detailed Mobilization Plan & Sector Deployment Strategy	Month 0-1	FDE Administration / Project Director
	Ethical Provisions and Informed Consent Protocols (Approved)	Month 1-2	FDE Administration / Project Director
	Standardized Tests and Customized Content Catalogue (Approved)	Month 2	MoFE&PT/FDE Vetting Committee
	Submission of all Staff CVs, Licenses, and Contract Proofs	Month 1	FDE Administration / Compliance

Phase II: Implementation	Quarterly Progress Report (Data Analysis)	Quarterly (Months 3, 6, 9, etc.)	FDE Administration / Project Director Office / MoFE&PT
	Detailed, Secure Student Profile Database (Live, Encrypted)	Continuous Maintenance	FDE Administration / Data Management Unit/ Project Director, authorized person in FDE.
	Individual Student Diagnostic Report	Within 4 weeks of full diagnosis	Parents, School Head, AEO (as authorized), PD.
	Individual Student Progress Update	Biannually	Parents, School Head, Project Director
	Capacity Building of HoIs and Teachers	Months 20-21	HoIs, Teachers
Phase III: Closeout	Final Comprehensive Project Report (Including longitudinal impact analysis)	Month 22	FDE Administration / MoFE&PT
	Secure Transfer of Full Data Ownership and Database	Month 23	FDE Administration / IT/Data Management Unit
	Auditable Proof of Destruction of Service Provider's Data Copies	Month 24	FDE Administration / FDE Compliance Officer

- *No data collection, survey, or related activity shall be undertaken without the prior written permission of the Federal Directorate of Education (FDE) / Ministry of Federal Education & Professional Training (MoFE&PT). The service provider must ensure that all data-related activities are carried out strictly in accordance with the directions and approvals of FDE/MoFE&PT.*
- *The service provider shall provide logistic support to Remedial Therapists, data analysts, and content developers (where and when required), including commuting facilities to facilitate regular visits to institutions. Service provider will also be responsible for stationery and printing of all material including handouts, reports, Remedial Therapy content etc.*
- *The service provider shall ensure that all data collected during this project is handled in accordance with ethical considerations and shall not be used for any other activity, including (but not limited to) publication of research articles in journals or magazines, inclusion in reports for securing additional funding, or sharing with any other organization*

for any purpose. The data will remain the sole property of FDE/MoFE&PT, and the service provider shall be responsible for maintaining its confidentiality.

6.5. CONCLUSIONS AND RECOMMENDATIONS

The complexity of fulfilling the *Dyslexia Special Measures Act, 2022* necessitates a contractual framework that rigidly enforces quality control, ethical practice, and data security. The comprehensive nature of these Terms of Reference reflects the multi-layered risks inherent in dealing with sensitive health data of minors within a national education system.

Furthermore, the strict clauses regarding data governance, including mandating in-country data processing and appointing a Data Protection Officer in anticipation of the Personal Data Protection Bill 2023, establish a robust defensive posture for FDE. By retaining sole data ownership and explicitly prohibiting the disclosure of student data for external uses, such as research or funding applications, the FDE maintains absolute control over its intellectual property and minimizes potential legal exposure associated with third-party exploitation of sensitive government-collected data. The successful bidder will be the entity that not only demonstrates technical capability but also provides the most rigorous, auditable compliance framework across all ethical, labor, and data security provisions specified herein.

Note:

6.6 REPORTING AND SUPERVISION

The selected service provider will report to the Director Admin FDE, Director Academics, FDE, MoFEPT, and the FDE focal person for the assignment. Regular biweekly coordination meetings will be held to ensure alignment of activities with FDE priorities. Program Leader/Program Manager will be responsible to arrange these meetings.

6.6.1 Active research and data for effective M&E

- SERVICE PROVIDER shall monitor the implementation process, visit each Institution and assess the delivery effectiveness through establishment of Digital Dashboard
- SERVICE PROVIDER shall use LMS to generate weekly engagement and learning trends that give a holistic view of the program output, outcome and impact. It shall design KPIs and data visualization using LMS and other digital/non digital tools to facilitate this objective.
- SERVICE PROVIDER shall provide quarterly write ups and other material to department and scientifically measure student learning outcomes using pre and post-test.
- FDE / MoFEPT shall also determine the quality of program delivery through surveys of students
- 10% of the financial compensation of SERVICE PROVIDER shall be linked to meeting outcome and impact targets of the program. These shall include but not limited to skill assessments and market linking.
- Service Provider shall maintain a database through digital dashboard for all students trained and shall also scientifically evaluate the success and long-term impact of the trainings.

6.6.2. Sustainability Plan/Exit Strategy

- In the last 3 months of the program, subject to meeting the objectives, outcomes and impact of the program, SERVICE PROVIDER shall provide consulting services with FDE to devise a sustainability plan for continuation of all or some of the activities.
- SERVICE PROVIDER shall provide HR and operations manuals and policy recommendations in the final report/presentation of the program.
- All content and solutions including all the curricula and students training material, LMS and Digital dashboard along with source code used in the execution of the program shall be provided to FDE under transfer of ownership and perpetual licensing rights
- The service provider will be responsible for training a cohort of 25–30 FDE teachers as Master Trainers and Remedial Therapists, who will subsequently implement and sustain the Remedial Therapy program after the completion of the service provider's engagement.

7. SCHEDULE OF PAYMENTS:

The Firm shall be engaged for a period of 02 years (i.e. form date of signing of agreement); the date of payment shall commence from the date of the deployment of fellows and mentors and shall receive payments as per following schedule:

S. No.	Work to complete	Payment Percentage
1	Mobilization and submission of inception report	10%
2	Satisfactory completion of each quarter (8 quarters) [8.75% x 8 = 70% payment in total] – based on attendance of Team Lead, Remedial Therapist, Data Analysts team member (With Progress report at each quarter)	8.75% x 8 = 70%
3	Midline progress report	10%
4	Services completed (based on meeting outcome and impact targets)	10%
	Total	100%

Note: All the payments shall be made through Pre-Audit System of AGPR and FDE shall be responsible for timely submission of Bills to AGPR.

Schedule of Delivery

Timeframe and Duration

Start date: January, 2026

End date: December, 2027

8. MISCELLANEOUS INSTRUCTIONS

It is deemed that by submitting a proposal, the bidder has:

- a. made a complete and careful examination of the RFP document and agreed to all conditions and implications that arise from it; sought, obtained and perused all relevant information for the submission of the proposal.

- b. Any error or incomplete submission arising out of an interpretation of the RFP document, its annexures or any information passed on to the bidder by the FDE, Ministry of Federal Education & Professional Training or any of its officials, the FDE shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.
- c. The FDE, M/o Federal Education & Professional Training reserves the right to cancel the entire or part of the bidding process or to reject any or all proposals if:
 - i. at any time during the bidding process, any material misrepresentation is made or discovered; or
 - ii. the bidder or their representatives or any person on their behalf attempts to influence the process of tender in any manner whatsoever
- d. In case of rejection of one or more proposals after the opening of bids, and the bids belong to the most advantageous evaluated bidder, the FDE, M/o FE&PT reserves the right to continue with the bid and invite the next most advantageous evaluated bidder.
- e. FDE / Mo FE&PT reserves the right to ask for performance guarantee @ 10% of the total bid value before signing contract / agreement with the finally selected most advantageous bidder in order to mitigate risk in the light of due diligence carried out by FDE / Mo FE&PT, accordingly. Such performance guarantee shall be other than the 2% of bid security submitted with the Financial Proposals by each participating bidder.
- f. Each bidder shall provide audited statement of the financial accounts for the last 03 years along with submission of CVs of the permanent core professional team and proposed professional team for the program.
- g. Any measure, taken to modify the bid process as mentioned above, shall be at the sole discretion of Ministry of Federal Education & Professional Training represented by the FDE and is not negotiable.

9. INSTRUCTIONS FOR PREPARATION & SUBMISSION OF PROPOSAL

9.1 BIDDING PROCESS

For said assignment, Federal Directorate of Education, Ministry of Federal Education and Professional Training being a public sector organization will follow PPRA's Procedure of Open Competitive Bidding Rule — "Single Stage — Two Envelopes Bidding Process ". Bidders are required to submit their proposal on EPADS <https://eprocure.gov.pk> as well as in hard form in the office of **Director (Admin)**. Bids that are not submitted through EPADS will not be accepted & evaluated.

9.2 MANDATORY ELIGIBILITY CRITERIA CHECKLIST

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this RFP document are fulfilled These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

Sr. No.	Mandatory Eligibility Criteria Checklist	Mark ✓ or X
(i)	Proof of Certificate of Incorporation or Registration with relevant Government body or equivalent	
(ii)	Proof of Experience of providing psychological testing and remedial therapy	
(iii)	Proof of NTN Certificate (If Applicable)	
(iv)	Proof of GST/ST Certificate (If Applicable)	
(v)	Proof of FTN certificate /Tax exemption certificate (for public sector entity), (If applicable)	
(vi)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other national or international organization.	
(vii)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active tax payer (if applicable) and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned (if applicable).	
(viii)	<u>Technical Proposal</u> Technical Proposal must be submitted through E-PADS as well as in hard form in the office of Director Admin Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form	
(ix)	<u>Financial Proposal</u> Financial Proposal must be submitted through E-PADS as well as in hard form in the office of Director Admin. (The financial proposal should not be part of technical proposal in any form).	
(x)	Bid Security amounting to Rs. 2.0 million, in the shape of Pay Order / Demand Draft / CDR in favor of DDO, Federal Directorate of Education to be provided in original to the Director concerned on or before the date of bid opening.	
(xi)	Minimum Annual Turnover of 35 million (Joint average of last 3 years of Lead Bidder/JV for private sector. (Attach audited financial reports of last three years)	

9.3 TECHNICAL PROPOSAL

- While preparing Technical Proposal, bidding firm(s) are expected to examine the Tender Documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- The technical proposal should provide the information using the detailed specifications guide or special instructions provided with each component of the scope of work section.
- Technical Proposal must be submitted through **E-PADS**, as already stated above.

9.4 FINANCIAL PROPOSAL

- a. The financial proposal will be comprising of the following:
 - i. Price proposal for the program
 - ii. Detailed breakup of Activity and Management Cost
 - iii. The financial proposal should be submitted for the whole project with a component / Activity wise breakup. The total price quoted for the project will be considered for comparison of quotes. Price quoted will be firm for the entire contract.
- b. While preparing the financial proposal, bidder(s) is/are expected to take into account the requirements and conditions of the invitation documents. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The Federal Directorate of Education, Ministry of Federal Education and Professional Training will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent.
- c. Financial Proposal must be submitted through **E-PADS** as well as in hard form, as already stated above.

9.5 COST OF BID PREPARATION PROPOSAL:

The bidder shall bear all costs associated with the preparation and submission of their bid and Federal Directorate of Education, Ministry of Federal Education and Professional Training will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

9.6 LANGUAGE OF BIDDING:

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

9.7 CURRENCY OF BIDDING:

All prices shall be quoted in Pakistani Rupees (PKR) (may also be written as Rs.) and all payments will be made in PKR.

9.8 BID VALIDITY

- a. Bid shall remain valid and open for acceptance for a period of **120 days** from the specified date of tender opening extendable up to 120 days with mutual consent.
- b. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Federal Directorate of Education, Ministry of Federal Education and Professional Training

9.9 GENERAL INSTRUCTIONS

- (i) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (ii) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (iii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (iv) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned to the respective bidders; and
- (v) The bid found to be the most advantageous bid shall be accepted.

9.10 AMENDMENT OF BIDDING DOCUMENTS

- a. At any time prior to the deadline for submission of Bids, Federal Directorate of Education, Ministry of Federal Education and Professional Training may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents and will be notified in writing through fax or letter by courier or shall be made available on the Federal Directorate of Education and / or Ministry of Federal Education and Professional Training's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

9.11 CONFIDENTIALITY

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other person
- c. Any attempt by a Bidder to influence Federal Directorate of Education, Ministry of Federal Education and Professional Training in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.
- d. The bidder shall not, without FDE/MoFEPT prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of FDE/MoFEPT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- e. The bidder shall not, without FDE/MoFEPT prior written consent, make use of any document or information related to FDE/MoFEPT functions and procedures except for purposes of performing the Contract.
- f. All documents shall remain the property of FDE/MoFEPT and shall be returned (all copies) to FDE/MoFEPT on completion of the Bidder's performance under the Contract if so required by FDE/MoFEPT.
- g. The Bidder shall permit FDE/MoFEPT to inspect their accounts and records relating to the performance of the services and to have them audited by auditors appointed FDE/MoFEPT, if so required by FDE/MoFEPT.
- h. FDE/MoFEPT can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

9.12 CLARIFICATION(S) / QUERIES OF TENDER

- a. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from Director (Admin) Federal Directorate of Education.

Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come through **E-PADS**. Queries received through any other media will not be entertained. All inquiries about the tender made to Federal Directorate of Education, Ministry of Federal Education and Professional Training's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry. Such enquiries must reach the above-mentioned officers not later than 2 working days prior to bid closing date.

9.13 DEADLINE FOR SUBMISSION OF BIDS

- a. Bids must be submitted online through PPRA e-Procurement portal- EPADS at **www.eprocure.gov.pk** and as well as in hard form in the office of **Director (Admin)** **on or before 2:00 p.m. on 8th December, 2025**. Original Bid security must be submitted before the closing date and time, along with the Technical Proposal. Bids will be opened the same day at 2:30 pm. Pre-bid meeting in this regard will be held on **1st December, 2025 at 10:30 am** in the committee room of FDE.
- b. Any bids received after the bid submission deadline shall not be entertained.
- c. Federal Directorate of Education may, at its own discretion, extend the deadline for the submission of Bids by advertisement / amending the Bidding Documents, in which case all rights and obligations of Federal Directorate of Education, Ministry of Federal Education and Professional Training and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9.14 BID OPENING

The Technical Bids will be opened publicly by the Procurement Committee in the presence of Bidder's representatives who wish to attend the bid opening at the specified

time and date already mentioned.

9.15 MODIFICATIONS AND WITHDRAWAL OF BIDS

- a. Bidders may modify or withdraw their bid after submission, provided that written notice of the modification or withdrawal is received by Federal Directorate of Education, Ministry of Federal Education and Professional Training prior to the prescribed deadline for submission of bids.
- b. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as for the bid.
- c. No bid shall be modified subsequent to the deadline for submission of bids.
- d. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

9.16 BID SECURITY

- a. The bidder shall furnish with the "FINANCIAL" bid, as part of their bid, bid security amounting to Rs. 2.0 million as per specimen provided
- b. The bid security shall be in the form of a Bank draft / Pay order / CDR must be issued by a Pakistani Scheduled Bank, in favor of DDO, Federal Directorate of Education, Islamabad. The bid security shall be valid for 120 days counting from the day of the bid opening *extendable* up to 60 days.
- c. Any bid not accompanied by the requisite Bid Security shall be rejected as non-responsive. The bid security of unsuccessful bidders will be returned as per procedure in vogue. The bid security of the successful bidder shall be discharged after requisite amount of the Performance Security in the form of Bank Guarantee has been furnished and the contract has been signed.
- d. The bid security will be forfeited in case:
 - i. A bidder withdraws its bid during the period of bid validity.
 - ii. Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

9.17 RESPONSIVENESS OF THE BIDS

- a. The Technical Portion of the bid proposal must be accompanied with the bid security.
- b. The Bid must be prepared in the English Language.
- c. The Bid must be unconditionally valid for 120 days from the date of Bid Opening further extendable.
- d. The bid must be accompanied with the duly signed and stamped "Standard Forms" given at Section 3 and Section 4 of this document.
- e. The Federal Directorate of Education will evaluate and compare only the substantially responsive bids.
- f. Bids determined to be substantially responsive will next be checked for any material error in computation.

9.18 PERFORMANCE GUARANTEE

- a. Within fifteen (15) days of Contract signing, the successful bidder shall furnish to, performance guarantee issued by a scheduled Bank in favor of DDO, Federal Directorate of Education, Ministry of Federal Education and Professional Training amounting to 10% of the Bid value
- b. The Bank Guarantee of the banks that are blacklisted by Government of Pakistan for issuing Bank Guarantees will not be acceptable.
- c. The performance guarantee shall be valid for ninety (90) days after the completion of program.
- d. The cost incurred for establishing the Bank Guarantee or any extension thereof shall be to the account of the bidding firm.
- e. The Performance Guarantee will be discharged after approximately three months after completion of the program. the Performance Guarantee must be as per format attached at Section-5.2“and must be issued from a Pakistani scheduled bank
- f. The proceeds of the Performance Guarantee shall be payable to the Federal Directorate of Education as compensation for any loss resulting from the contractor's failure to complete its performance obligations under the contract according to the satisfaction of Federal Directorate of Education.

9.19 ELIGIBILITY AND QUALIFICATION REQUIREMENTS

9.19.1 To be eligible for award of contract, bidders will have to provide satisfactory evidence to Federal Directorate of Education, of their eligibility and meet the minimum criteria as provided in the bidding document.

9.19.2 Bids submitted by a Consortium or Joint venture of two or more parties as partners, shall comply with the following requirements:

- i. Bids submitted by a Consortium or Joint venture of two or more parties as partners, necessarily require qualifying eligibility criteria by any of the partner or combined.
- ii. The bids, and in case of a successful bid, a Form of Agreement shall be signed so as to be legally binding on all partners.
- iii. One of the partners shall be nominated, as being in-charge and its authorization shall be evidenced by submitting the power of attorney signed by legally authorized signatories of all the partners.
- iv. The bid security amounting to **Rs. 2.0 million** - in the shape of Bank draft / pay order / CDR in favor of DDO, Federal Directorate of Education must be submitted by lead bidder or the partner in charge.
- v. The Lead Bidder shall be authorized to incur liabilities and receive instruction for and on behalf of any and all partners of the Consortium or Joint venture, and the entire execution of the contract including payment shall be done exclusively with the Lead Bidder or Partner in-charge.

9.19.3 All partners of the Consortium or Joint venture shall be jointly and severally responsible for the execution and completion of the contract in accordance with the contract terms and conditions. A relevant statement to this shall be included in the authorization mentioned, as well as in form of bid and the form of Agreement (in case of successful bid). A copy of the agreement entered amongst the Consortium or Joint venture shall be submitted with the bid.

9.19.4 In case of a Consortium or Joint venture, a copy of the agreement(s) between the bidder and the partnering firm(s) is required to be submitted.

9.20 CLARIFICATION OF BIDS

- a. To assist in the examination, evaluation and comparison of Bids Federal Directorate of Education, may at its own discretion, ask the Bidder for clarification of its Bid. All responses to request for clarification shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.
 - i. Bidders may be requested to provide sample for evaluation or demonstrate its features to Federal Directorate of Education, during evaluation stage, at no extra cost.
 - ii. Federal Directorate of Education reserves the right to communicate with any of the reference sites mentioned by the bidder, if required, with notifying the lead bidder.

9.21 GENERAL TERMS AND CONDITIONS

- a. After opening the bids, Federal Directorate of Education will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. Federal Directorate of Education will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, CV's of staff, MoU(s) if any, whether the documents have been properly signed, and whether the bids are generally in order.
- c. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way Federal Directorate of Education right or the bidders' obligation under the Contract.
- d. A bid determined to be non-responsive will be rejected by Federal Directorate of Education and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- e. Federal Directorate of Education may waive any minor deviation and or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- f. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.

- g. The evaluation of the bids will take into accounts, in addition to the bid price, Reliability and efficiency of the offered services/solution and financial standing of the Bidder
- h. There are categories of activities according to details provided in previous sections, the vendor has to provide complete training content for all categories.

10 OPENING & EVALUATION OF PROPOSALS

Technical Proposals will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Proposals. Financial Proposals of bidders whose Technical Proposals qualify will be opened at date and time to be announced later. The overall evaluation criteria will be based on 70% Technical and 30% financial of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

As per rules technical and financial evaluation will be held separately. Initially those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to deliver all services listed in "Scope of Work" that each category and also technically qualify as per criteria and the judgment based on their profile;

10.1 MINIMUM EVALUATION CRITERIA / MANDATORY QUALIFICATION

The criteria given in Mandatory Eligibility Criteria Checklist must be fulfilled.

Firms that do not fulfill the mandatory eligibility criteria will be declared as non-responsive and their proposals shall not be entertained. Before submitting the request, the bidding organization must also ensure that they are meeting the following minimum eligibility criteria:

- Proof of Experience of conducting remedial therapy programs.
- The Team Lead/Core Team must have degrees in relevant fields / domain and/ or international certifications from reputable platforms or reputable universities
- Minimum Annual Turnover of PKR **35 million** (Joint average of last 3 years of Lead Bidder/JV for private sector).
- Minimum 63 Full Time qualified and experienced Personals (As Described in earlier sections for each domain) (any member of JV and /OR main contractor).
- Have proof of industry linkages
- Provide CVs of Key Experts (program manager/ Team Leads (TL), Remedial Therapists, and M&E/data capture/visualization Team)
- In case of Joint Venture, Agreement in favour of Principal Partner be provided on appropriate value.

10.2 TECHNICAL PROPOSAL EVALUATION CRITERIA: FDE REMEDIAL SERVICES (2026-2027)

The maximum points available for the Technical Proposal are **70**. Bidders must achieve a minimum qualifying score of 60% (42) to proceed to the Financial Proposal stage.

Sr. #	Evaluation Factor	Evaluation Aspects	Points	Max. Points	Requirement/Justification from TORs
1	Experience in Specialized Remedial Services	Experience of providing diagnostic and remedial therapy services for children with Specific Learning Difficulties (esp. Dyslexia).		10	The core service provision under the Dyslexia Special Measures Act, 2022.
		More than 3 Years to 5 Years	5		
		More than 5 Years to 10 Years	8		
		More than 10 Years	10		
2	Volume of Experience and Scale	Number of complete diagnostic and intensive remedial therapy cycles successfully delivered to students (minors).		5	Demonstrates capacity to handle the volume and complexity required for 346 institutions.
		More than 1,000 to 3,000 students	2		
		More than 3,000 to 5,000 students	3		
		More than 5,000 students	5		
3	Successfully Executed Project Value (Financial Stability)	Value of successfully executed similar projects (within the last 5 years).		5	Provides evidence of organizational financial capacity for a 24-month project.
		Rs. 50 million to Rs. 75 million	3		
		More than Rs. 75 million to Rs. 100 million	4		
		More than Rs. 100 million	5		
4	Qualification of Key Experts and Team (Minimum 63 Staff)	This factor assesses the specialized expertise of the mandated team structure.		15	TORs mandate specific, high-level qualifications and experience for all key roles.
	Team Lead (1 Position)	Experience of Team Lead in psychological leadership/supervision 7 to 10 years =2 More than 10 Years=3	3		7 Years of relevant experience in supervision is required
		Qualifications of Team Lead: (M.Phil. or MS (18 Years of Education) =1 PhD=2	2		M.Phil. in relevant field = 1; Ph.D. or Equivalent in relevant field = 2
	Remedial Therapists (60 Positions)	Score=%BSx3+%MSx5+%PhDx7/100 Certification/Licensure compliance Required. Minimum 3 years' experience in relevant field required.	7		
	Data Analysts (2 Positions)	BS in required fields= 1.5 MS or above in required field= 3 5 years' Experience in managing Sensitive Personal Health Data (SPHD), security protocols, and regulatory reporting required	3		

5	Technical Methodology & Approach Presentation and Demonstration of Capabilities	Presentation of Detailed approach to core activities, security, and ethical compliance.	10	20	Assesses the quality of the proposed strategy for project execution.
		Demonstration of ability to perform all diagnostic, therapeutic, and data tasks (including ethical compliance/consent procedures) through a clear, well-explained Presentation.	5		Must prove methodology through prevailing content, psychometric analysis tools, and secure data tracking/M&E systems.
	Quality and Relevance of Content Samples	Samples of proposed standardized test instruments and customized remedial content (TORs 2.2.1, 2.2.2).	5		Must demonstrate high relevance, cultural appropriateness, and alignment with FDE curriculum objectives.
6	Work Plan	Clarity and alignment of the work plan with the three project phases (Mobilization, Implementation, Closeout) and specific timelines for all key deliverables, including Capacity Building and Quarterly Reports.	5	5	Clear work-plan aligned with the project's theory of change and detailing timelines (TORs 1.3, 6.2).
7	Professional Accreditation and Educational Linkages	Accreditation with Local and International Educational Psychology, Special Education, or Dyslexia-focused professional bodies (e.g., IDA, IMSLEC, ALTA).	5	5	1 to 3 relevant accreditations/linkages = 3; 4 to 5 = 4; More than 5 = 5
8	Feedback from Previous Client	Positive feedback from previous clients regarding successful project completion (maximum 5 marks).	5	5	1 mark for positive feedback for each successfully completed project. (Max. 5)
	Total Maximum Points			70	

- i. The technical evaluation will be conducted according to the criteria specified, with a minimum qualifying threshold / score of 60% required to qualify for the financial stage. Only bids meeting or exceeding this threshold will proceed to financial evaluation.

$$\text{Technical Score} = \text{Points Obtained}$$

- ii. The FDE/MoFEPT will notify in writing to the organization/ firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent through telephone call or email at address given for official correspondence.

Note: Please note that Bid Security amounting to Rs. 2.0 million, in the shape of CDR or Bank Guarantee, must be furnished with the Technical Proposal.

10.3 FINANCIAL PROPOSAL EVALUATION

- i. The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Lowest Amount quoted by a bidder/ company in financial bid}}{\text{Amount quoted by the company being rated}}$$

- ii. On opening the financial proposal in the presence of the bidding firm(s) representatives who wish to attend, FDE/MoFEPT will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.
- iii. For the purpose of evaluation / comparison of bids, total lump sum cost with all applicable taxes will be considered.

10.4 TOTAL SCORE

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

11. AWARD OF CONTRACT

- The Procurement Agency (PA) shall award the Contract to the Bidder whose offer has been determined to be the most advantageous evaluated bid (scoring maximum overall marks, as a sum of the technical score and the financial score) and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- The Procurement Agency (PA) shall invite by the quickest means the successful Service provider for any discussion/clarification that may be needed to conclude the Contract
- The Procurement Agency shall publish an evaluation report on its website with free access, before issuance of purchase order, and 07 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.
- **FDE/MoFEPT Right to Accept or Reject any or All Bids:**
 - FDE/MoFEPT reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder in accordance with the provision in rules.
 - FDE/MoFEPT may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to FDE/MoFEPT.
 - If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the program, FDE/MoFEPT shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability

incurred towards the bidder and forfeit the security deposit amount.

Compliance Sheet

- In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that FDE/MoFEPT can validate the compliance statements. In the statement of compliance, the bidder shall state:
 - Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
 - Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
 - Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
 - Compliance statements such as 'Agreed', 'Noted', 'OK', Tick mark, Do (") and 'Understood' etc. shall not be acceptable and shall be considered "Non-Compliant" Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
- In case of fully complied clause, any further comments will not be entertained and considered.
- If the bidder has stated 'Fully compliant' against technical clauses with comments resulting in material deviation, such statement shall be considered as "non-Compliant".
- If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provide for all such requirements and make the bid fully compliant to all requirements of FDE / MoFE&PT, at the time of signing of Contract.

S.#	Requirements	Compliance
(i)	Proof of Certificate of Incorporation or Registration with relevant Government body or equivalent	
(ii)	Proof of Experience of providing psychological testing and remedial therapy	
(iii)	Proof of NTN Certificate (If Applicable)	
(iv)	Proof of GST/ST Certificate (If Applicable)	
(v)	Proof of FTN certificate /Tax exemption certificate (for public sector entity), (If applicable)	
(vi)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR 100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other national or international organization.	

(vii)	Original affidavit (not older than one month) on Stamp Paper(s) of worth PKR100 or more that the bidder is an active tax payer (if applicable) and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned (if applicable).	
(viii)	<u>Technical Proposal</u> submitted through E-PADS.	
(ix)	<u>Financial Proposal</u> Financial Proposal must be submitted through E-PADS. (The financial proposal should not be part of technical proposal in any form).	
(x)	Bid Security amounting to Rs. 2.0 million in the shape of Pay Order / Demand Draft / CDR in favour of DDO, Federal Directorate of Education to be provided in original to the DDO on or before the date of bid opening.	
(xi)	<ul style="list-style-type: none"> (i) Proof of Experience of providing psychological testing and remedial therapy (ii) The Program Manager, Remedial therapists and data analysts must have degrees in relevant fields / domain and/or international certifications from reputable platforms or reputable universities (iii) Demonstrate ability to recruit and select high-quality personals (such as through alliance with university or Remedial Therapy organization or firm is preferred) (iv) Minimum Annual Turnover of 35 million (Joint average of last 3 years of Lead Bidder/JV if private sector). This condition will be waived for eligible HEC accredited university ranked in top 10 list and with more than 50 employees. (v) Provide Suitable CVs of Key Experts (program manager/TL, active researchers, Remedial Therapists on panel and M&E/data capture/data analysis/ visualization Team) (vi) In case of Joint Venture, Agreement in favour of FDE / Mo FE&PT on Stamp Paper of appropriate value. 	
(xii)	Experience of running Intensive training on the required fields / Areas provided	
(xiii)	Number of students provided Remedial Therapy in the past 3 years.	
(xiv)	Number of Remedial Therapists available to provide Remedial Therapy services.	
(xv)	Qualification of Key Experts and Teams	

(xvi)	Draft Presentation included with proposal	
(xvii)	Work Plan included with proposal	
(xviii)	Accreditation with Local and International certifying bodies such as ISO, etc. – proofs attached	
(xix)	Proven Industry Linkages though letter of recommendations certifying that they need people equipped with these training domains and those having market value.	
(xx)	Feedback from previous client(s) included.	

12. BIDDING DOCUMENTS

Annex-I

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

We, the undersigned, offer to provide the services for [insert title of assignment] in accordance with your Request for Proposal dated [insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [in full and initial]

Name and Title of Signatory:

Name of Firm:

Address

Office:

Service Provider's organization and Experience

A - Service Provider's Organization

[Provide here a brief (two Pages) description of the background and organization of your firm/entity and each associate for this assignment]

B - Bidder's Experience

[Using the format below, provide information on each assignment for which your firm Mechanisms for mentoring and supervising teaching resources was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

Field	Details
Assignment name	Approx. value of the contract (in PKR)
Location of assignment	Duration of assignment (months)
Client Name	Total No. of staff-months of the assignment
Address	Approx. value of the services provided by your firm under the contract (in case of work as associate)
Start date (month/year): Completion date (month/year)	No. of professional staff-months provided by associated Consultants
Name of associated Consultants (if any)	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Program Director/Coordinator, Team Leader)
Narrative description of Program	
Description of actual services provided by your staff within the assignment	

Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Max. 50 Pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology;
- b) Work Plan;
- c) Monitoring Mechanism; and
- d) Organization and Staffing

a) Technical Approach and Methodology.

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the exacted output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan.

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

c) Organization and Staffing.

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff			
Name of Staff	Area of Expertise	Position Assigned	Task Assigned

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Firm [Insert name of firm proposing the staff]:
3. Name of Staff [insert full name]:
4. Date of Birth:
5. Nationality:
6. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.

From [Year]:

Employer:

Positions held:

To [Year]:

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
<i>[List all tasks to be Performed under this assignment]</i>	<p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or program:</p> <p>Year:</p>

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
	Location: PE: Main program features: Position held: Activities Performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

Work Schedule

No.	Activity	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													

Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

Remedial Therapy Modules/ Plan,

[Please provide Remedial Therapy modules already developed]

List of Team Lead, data analysts and Remedial Therapists

[Please provide list of Mentors and Education Fellows already working in your organization with detail CVs]

Integrity Pact

(To be filled/signed/stamped by the prospective bidder i.e., Principal and by the Local Agent on their Letter Head)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, **[name of Supplier]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, **[name of Supplier]** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[name of Supplier]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Buyer

Supplier

Financial Proposal - Standard Forms

Financial Proposal Standard Formats shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 2 of Section-II.

Financial Proposal Submission Form

Summary of Costs

Breakdown of Costs by Activity

Financial Proposal Submission Form

[Location, Date]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]

(Amounts must coincide with the ones indicated under Total Cost of Financial proposal)

We understand that our Financial Proposal shall be binding upon us and you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [in full and initial]

Name and Title of Signatory:

Name of Firm:

Address

Summary of Cost Form **(Financial Proposal)**

Management Cost

Item	Amount Without Tax (PKR)	Amount with Tax (PKR)
Management Cost including recruitment, supervision, professional development, logistics & performance management of Remedial Therapists		

HR Cost

Item	Unit Cost in PKR		Quantity	Total Cost in PKR	
	Amount Without Tax	Amount with Tax		Amount Without Tax	Amount with Tax
Team Leader/Program Manager			1		
Remedial Therapists			60		
Data Analyst			2		
Total			63		

Note: Payment will be made on the basis of monthly attendance.

Total Cost

Amount Without Tax in PKR	Amount with Tax In PKR

Total Amount without Tax: _____

Total Amount in Words with Tax: _____

Authorized Signature [in full and initial]

Name and Title of Signatory:

Company Stamp:

Name of Firm:

Address

Number of beneficiaries/ trainees may increase/ decrease, after enrollment, pre-selection of

trainees by service provider based on test/interview and on the basis of budgetary provision by the FDE. FDE has discretion to increase / decrease the number of trainees in each lot fixed above, which cannot be challenged.

*In case of increase / decrease in the number of Tech Trade Fellows, only the cost of fellows will be enhanced / decreased, according to the number of Fellows increased / decreased, while all other factors shall remain the same

General Information Form

All individual firms and/or each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to form a JV, the following information should also be supplied for the JV Partner(s) on **stamp paper**.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners'		
Name		Nationality
2.		
3.		
4.		
5.		
To be completed by all owners of partnerships or individually owned firms.		

This information may not be available from the Intensive Training Company.

General Information Systems Experience Record

Name of Bidder or partner of a Joint Venture:

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to Pakistani Rupees at

the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications.

JV permitted experience.

The above concept can be modified evaluation factors and responsibilities and open up more space for smaller player to big players. We need to focus on creating a situation that practically big players pay more pivotal role of training and promising of backend technical support for next two years but have less risk in joining hands with domestic or smaller players due to stringent legal framework of the origins.

A brief note on each contract should be appended, describing the nature of the Information System, duration and amount of contract, managerial arrangements, purchaser, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (applicable activities only)	
Year'	Turnover
1.	
2.	
3.	
4.	
5.	
Commencing with the partial year up to the date of submission of bids	

Bidding Firm's Program References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied		Quantity	
Narrative Description of Program:			

Joint Venture Summary (Stamp Paper)

(JV agreement for participating in the RFP advertised by FDE / MoFEPT)

Names of all partners of a Joint Venture

1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner
6. Etc.

Total value of annual turnover, in terms of Information System billed to clients;

Annual turnover data (applicable activities only; PKR)					
Partner	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge					
2. Partner					
3. Partner					
Totals					

Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture:

Use a separate sheet for each contract.

1.	Number of contracts	
	Name of contract	
	Country	
2.	Name of Purchaser	
3.	Purchaser address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one) <div style="text-align: center;"> <input type="checkbox"/> Prime Supplier <input type="checkbox"/> Management <input type="checkbox"/> Contractor <input type="checkbox"/> Partner in a Joint Venture </div>	
6.	Amount of the total contract/partner share (in specified currencies at completion, or at date of award for current contracts) <div style="text-align: center;">_____</div> <div style="display: flex; justify-content: space-around;"> Currency Currency Currency </div>	
7.	Equivalent amount PKR _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Total contract: PKR _____ Partner share: PKR _____; </div>	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).	
10.	Contract _____ was _____ equivalent under/over original (if completed contract amount over, provide explanation).	
11.	Special contractual/technical requirements.	
12.	Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by, if any, and the nature of such Information System.	

Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

Professional Staff					
Name of Staff	CNIC No	Firm	Area of Expertise	Position Assigned	Task Assign

Financial Capabilities

Name of Bidder or partner of a Joint Venture:

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pakistani Rupee equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize programed assets and liabilities in Pakistani Rupee equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual:			Programed:	
	Previous five years			Next two years	
	3	2	1	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
Revenue					
5. Profits before taxes					
6. Profits after taxes					

Candidate Summary

Name of Bidder:

Position		Candidate
		Prime Alternate
Candidate information	Name of candidate	Date of birth
	Professional qualifications	
Present employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager / personnel officer)
	Fax	Telex
	Job title of candidate	Years with present Employer

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the program.

From	To	Company/Program/Position/Relevant technical and management experience

Technical Capabilities

Name of Bidder:

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

Litigation History

Name of Bidder or partner of a Joint Venture:

Bidders, including each of the partners of a Joint Venture, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a Joint Venture.

Year	Award FOR or AGAINST Bidder	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value, PKR equivalent)

DECLARATION on OATH

[Name of the Seller/Supplier] hereby solemnly declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any School administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, *[the Seller/Supplier]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Vendor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[the Seller/Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[the Seller/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, *[the Seller/Supplier]* agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[the Seller/Suppliers]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with Federal Directorate of Education, Ministry of Federal Education and Professional Training.
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Security / Performance Guarantee & Blacklisting of Firm (the principal) and also Local Agent

Sign / Name: _____

Principal's Name / Address: _____

Designation: _____

Date: _____

Stamp: _____

Sign / Name: _____

Local agents Name / Address: _____

BID SECURITY DOCUMENTS

1. BID SECURITY

[insert: **Bank's Name, and Address of Issuing Branch or Office**] **Beneficiary:** [insert: **Name and Address of Purchaser**]

Date: [insert: date]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- i. has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- ii. having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance guarantee, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance guarantee issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees,
ICC Publication No. 458.

[Signature(s)]

{Note to Bidders: Instructions on amount and currency can be found in the Section 2.13. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same section.}

2. PERFORMANCE GUARANTEE

Issuing Authority:

Date of Issuance:

Expiry:

Claim of Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures) (and in words)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Guarantee, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. _____ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE, the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures) (and in words) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

- a. If the Contractor commits a default under the Contract;
- b. If the Contractor fails to fulfill any of the obligations under the contract;
- c. If the Contractor violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this __ day of 20

GUARANTOR

Signature _____ CNIC # _____

Name _____

Designation _____ Address _____

[Note for Bidders: Instructions on amount and currency can be found in the Section 2. Joint Ventures need to also ensure that their Bid Security meets the requirements for Joint Ventures as provided in the same section